

# REQUEST AND AUTHORIZATION FOR TRAVEL

North Dakota Department of Health

Division of Waste Management

Revision 7-2012

Name(s): Steve Tillotson, SWP (accompanied by Brenda South, USEPA)

Requests permission for the following travel (Satellite Offices Please E-Mail Forms!):

Date Leaving: May 12, 2014 Time: 8:00 a Date Returning: May 15, 2014 Time: 7:00 p

**Please POST travel in your Outlook Personal Calendar!**

Method of Travel: ☒ WM vehicle *Breserve yourself on Outlook Calendar (located in our parking lot)*

☐ State Fleet -- e-mail form yourself or call 8-2392 (know your Dept. ID & Project #).

It is important for the Department to know the approximate schedule and contacts for your travel for scheduling, and in case we need to get in touch with you during your travel. List facility(ies), phone number and approximate time you will be there. The hotel/motel, phone, and time should also be listed on an appropriate line. This form is referenced for month-end travel expense vouchers. Travel safely and call into the office every day or so or as necessary.

DATE	TIME	LIST ALL 3! FACILITY, CITY and MOTEL/HOTEL	PHONE NUMBER	PURPOSE OF TRAVEL
5.12.14	12:42	Minot Airport – Meet with Brenda South, USEPA		
5/12/14	2:00	Sawyer Disposal Services –Kathleen Kangas and Bruce B	701-624-5332	Inspect
5/12/14	4:30	Newtown-(70 miles) EDMUND BAKERJ.D. Three Affiliated Tribes Env Director	701-627-4569 C701-421-6873	Meet with Tribes on Solid Waste Issues
5/12/14		Prairie Disposal - Adrian Trimm	303-708-8359	Inspect - SWP
5/12/14		Williston – 70 miles Marquis Plaza	701-774-3250	
5/13/14	11:30	Dishon Disposal	701.572.9079	Inspect
	1:00p	Wisco (under construction) Charles Slaughter	701.572.3223 701.572.2135	
5/13/14	3:00	IHD SW-0088 Kris Kreger	701.774.8514	Inspect
5/13/14	5:30	Williston Marquis Plaza	701-774-3250	
5/15/14	9:00	Ideal Oilfield Waste Alan Homer	701-609-3958	Inspect
	11:00	McKenzie County MSW Landfill - Rick Schreiber		
5/15/14	2:00	Tervita – Blue Buttes Site – Jordan Becker	780-573-4622	Inspect - SWP
	4:00	Renewable Resources – Shawn Kluver	701.764.6749	
5/15/14	7:00 pm	Bismarck		

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Manager=s Approval: \_\_\_\_\_ Director=s Approval: \_\_\_\_\_